Community Development Block Grant (CDBG) Program
2020 Public Service Application Instructions

Program Overview

Community Development Block Grant (CDBG) funds may be used for public service activities which benefit low- and moderate-income persons in the Dutchess County CDBG Consortium. The Consortium includes all Dutchess County municipalities, except the City of Poughkeepsie which receives its own CDBG funds.   Up to 15% of the annual CDBG allocation, after the deduction of the County's administrative expenses, may be set aside for public service activities.

Activities must meet federal eligibility requirements as outlined below. Activities must be a new or quantifiable increase in the level of services, except for renewal applications. Activities must serve 50% or more of Dutchess County CDBG Consortium residents. If 51% or more of the clients are City of Poughkeepsie residents, or residents of other counties or states, the application is not eligible. Construction projects related to public services are considered a municipal activity and must be sponsored by the municipality in which the project is located.

The County's CDBG Program is funded by the U.S. Dept. of Housing and Urban Development (HUD). Federal laws, regulations and guidance supersedes County policies and procedures.

Applicants may also want to consider applying to the County's Agency Partner Grant program which can be done under the same application.

Eligible Applicants

Any non-profit organization with an IRS 501(C)(3) designation.

Eligible Activities

To have the best chance of getting funded, **proposed activities must meet Federal Eligibility requirements AND should meet a Consolidated Plan priority as outlined in Sections A and B on the next page.**

The County has an obligation to address all the priorities over the Plan period. The County reserves the right to fund activities as necessary in order to meet this objective.

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A. Federal Eligibility – Use the following chart to conduct a preliminary eligibility determination:

Federal Eligibility Chart	
Directions:	
1. **To be eligible you must be able to check one box in each column**	
2. **Always confirm eligibility by contacting the CD administrator**	
Column A	**Column B**
Eligible Public Service Activity	**Low/Mod Resident Benefit**
☐ New activity	☐ Activity serves an area defined by the Census as low and moderate income. (See map of eligible areas.)
☐ Quantifiable increase in the level of service	
☐ Existing CDBG funded activity	
	☐ Activity benefits residents HUD presumes are low/moderate income: abused children, victims of domestic violence, elderly, severely disabled, homeless, illiterate adults, persons living with AIDS, and migrant farm workers.
	☐ Participant household incomes verified.

B. Consolidated Plan Priorities - Use the following chart to do a preliminary priority determination:

Consolidated Plan Priorities – Public Services (check one)	
Homelessness – Emergency Housing and Support Services	
☐	Existing shelters and programs for the homeless.
☐	Counseling and assistance to address immediate needs and locating housing and services.
☐	Develop independent living skills for homeless individuals, especially homeless youth.
Low- and Moderate-Income Youth	
☐	Programs that provide general counseling, juvenile delinquent diversion, education, services to youth and youth outreach.
☐	Programs that develop high quality workforce skills for youth between 16-24.
Substance Abuse	
☐	Residential services that facilitate the recovery of chemical dependent individuals/families.
☐	Emergency housing for individuals with active chemical dependency problems and those at risk of relapse and homelessness.
☐	Follow-up chemical dependency treatment programs to prevent further homelessness.
☐	Programs that address accidental fatal drug overdoses.
☐	Programs to address the unmet need for services for individuals age 12-17 and the high incidence of alcohol and other drug abuse in the schools.
Senior Citizens	
☐	Programs that address the needs of seniors including transportation, isolation, and insufficient money for basic needs.
☐	Programs that help seniors access services and benefits.

Timeline

August 30, 2019	Request for applications and associated guidance is released
September 12, 2019	**Fundamentals of Grant Writing: Tips to Strengthen Your Proposal** at 8:45 a.m. to 1 p.m. at the Dept. of Behavioral & Community Health Training Room, 230 North Road., Poughkeepsie, NY 12601. **Participation is voluntary**.
September 26, 2019	Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov, **by 5 p.m.**
September 30, 2019	Responses to written questions and inquiries will be posted as an addendum to these *Application Instructions & Guidance* document.
October 16, 2019	**Applications due by 5 p.m.**
October - November 2019	Application Review
December 2019	County Executive Announcement of Awards
March 1, 2020	Start of the 2020 CDBG Program Year

Program Year

This grant program is on a two-year cycle. If awarded, contracts will be for one-year (January 1, 2020 - December 31, 2020), plus a one-year extension (January 1, 2021 - December 31, 2021), contingent upon an annual review of performance and funding availability, subject to county budget negotiations. The Community Development Advisory Committee (CDAC) will make extension recommendations to the Commissioner of Planning and Development by October 1, 2020. In the event additional funds are available in year two, via failure to extend an existing project or additional appropriations, these funds will be made available through a small grant cycle.

Policies and Procedures

All expenditures are subject to the Contracted Services Policies and Procedures of the Community Investment Program under the Dutchess County Department of Planning and Development.   Please review this prior to submitting your budget to ensure that all of your proposed expenditures are eligible.

Homeless Management Information System

Activities which prevent homelessness or assist homeless persons will be required to enter information about the persons they assist into the Dutchess County Homeless Management Information System (HMIS).

General Application Instructions

- The **2020 Renewal Activity Application (APG and/or CDBG)** or the **2020 New Activity Application (APG and/or CDBG)** application must be submitted electronically within the [Dutchess County Grant Portal](#) **by 5:00 p.m. on Wednesday, October 16, 2019.**
- Only one (1) application may be submitted per applicant with an exception for agencies that have been grandfathered by the County.
- The minimum grant request is $10,000.
- The maximum grant request is $25,000.
- Application should be submitted by the Executive Director (ED) or someone authorized to submit on behalf of the ED. **Do not apply unless you received authorization from the ED.**
- Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov, by 5 p.m. on September 26, 2019. Staff cannot assist in developing your program design or in drafting your grant application.

Required Application Forms

While the grant program is on a two-year cycle, when completing forms (i.e., budget, timeline, etc.) use a one-year grant term only (January 1, 2020 – December 31, 2020). When downloading excel documents, do so using Internet Explorer as opposed to Firefox or another browser to ensure full functionality.

Renewal Activity Applications

- **[APG & CDBG Outcome Report](#)** *(excel format)*
- **[Activity Budget & Budget Narrative](#)** *(excel format)*
  - Complete white cells only, as all other fields are automatically calculated. Be sure to include a thorough description for each line item where funds are requested
  - Allocate all program expenses and revenues within the budget form
  - Personnel costs are calculated as a percent of time spent on the program, but reimbursement is based on actual hours and must have time records to support time billed to the program
  - **Insurance limits as outlined in the [Contracted Services Policies & Procedures](#) are required and should be accounted for in your budget, unless the organization was previously awarded a variance by the Dutchess County Department of Risk Management.**
  - For details pertaining to direct and indirect expenses, please review the [Contracted Services Policies & Procedures](#)
- **[Organization Budget](#)** *(excel format)*
  - Use either the above hyperlinked document or you may submit a comparable organization budget, if preferred
- **[Timeline](#)** *(excel format)*

New Activity Applications

- All forms listed in the **Renewal Activity Applications** section above and those listed below
- **Organizational Chart** *(pdf format)*
- **Board of Directors List** *(pdf format)* - Must include: board member name, employer and job title, address, phone number and term end date *(pdf format)*
- **Most recent financial statement** (IRS Form 990), audited if available *(pdf format)*
- **Annual Report**, if applicable *(pdf format)*

Application Review

The Community Development Advisory Committee (CDAC) will review applications and make preliminary funding recommendations to the County Executive for final approval.   Funding recommendations will be based on the quality of the application, the organization's demonstrated ability to fulfill the need(s), prior performance (if applicable), the cost benefit, the quality of the outcomes, and a thorough activity and organization budget review.

Reporting Requirements

Organizations awarded funding will be required to submit quarterly payment requests and progress reports as outlined in the Contracted Services Policies & Procedures.

Grant Portal Instructions:

1. Go to the Dutchess County Grant Portal webpage.
2. The ED or ED's authorized representative can "Create New Account", if one doesn't already exist. If a secondary account is needed, email communitygrants@dutchessny.gov to request a secondary logon, as all secondary accounts must be created by the Foundant administrator.
3. After successfully creating an account you'll be directed to the Apply page where you can click on the blue "Apply" button that will bring you to the grant applications.
4. Once you begin an application, it will be saved as a draft and you can re-enter any time prior to the submission deadline to complete the application.

Revised September 30, 2019

Addendum 1
Questions and Answers (Q & A)
2020 CDBG Public Service Application Cycle

DATED: September 30, 2019

Q1: Can an organization located in the City of Poughkeepsie apply for CDBG Public Service funds?

> A1: Organizations located in the City of Poughkeepsie can apply for CDBG funds if 51% or more of the program participants served live outside of the City of Poughkeepsie in other Dutchess County communities, which must be documented. It should also be noted that if not a current CDBG recipient, the program needs to be a "New activity" or provide a "quantifiable increase in the level of service" and target a low or moderate resident area or population presumed to be low/moderate income.

Q2: When renewing proposals for both CDBG/APG applications together, is only one set of forms required, including the Outcomes form? Should anything be submitted separately?

Q3: In prior funding years, grant applications have been submitted as a whole on the same day. With the new electronic grant portal format, can grant components be submitted at various times (i.e., written narrative, budget, outcomes, etc.)?

> A3: Yes. After starting an application, it will automatically save when logging out and applicants will have the ability to click on the "Edit Application" link located on your organization's "Applicant Dashboard" page until 5 p.m. on October 16, 2019.

Q4: If within the grant portal, an applicant starts the incorrect application, is that an issue?

> A4: No. The application will remain on the "Applicant Dashboard" for you to complete if you choose to and you can go to the "Apply" page (top blue ribbon within the Dutchess County Grant Portal) to begin another application.